Data Processing & Accessibility

Task 1 [4 marks]

Manual and automatic data processing are used for different tasks. Identify one example of manual data processing and one example of automatic data processing.

Data Processing	Example
Manual	
Automatic	

Task 2 [4 marks]

The reason automatic and manual data processing is used for different reasons is because they each have benefits and drawbacks. Identify two benefits of each of these methods of data processing below.

Manual data processing

_____

Manual data processing

_____

Automatic data processing

_____

Automatic data processing

_____

Task 3 [6 marks]

Accessibility devices allow people with individual needs to access IT systems. There are a wide variety of devices that support different individual needs. Identify three accessibility devices that would help someone with a visual impairment to access an IT system.

1.

_____

2.

_____

3.

_____

Task 4 [6 marks]

As mentioned, different accessibility devices support different individual needs. Identify three accessibility devices that would help someone with a limited mobility to access an IT system.

1.

_____

2.

_____

3.